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4 APR 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (28 March - 3 April 1984)

A. PROGRESS ON ACTION ITEMS

The DD/OIS, Division Chiefs, and selected OIS representatives met with an outside contract architect representing the Architectural Design Staff/OL to discuss, among other things, OIS plans for the new Information Services Center (ISC) in the Ames Building. A "walk through" was provided the architect to give him a proper perspective of the planned space to house ISC vis-a-vis structural, electrical, and equipment needs. He requested a list of the special equipment required in order to facilitate his assessment and evaluation of existing space. Further to equipment needs for ISC, representatives of the Records Management Division (RMD) visited the Agency's Operations Center to look at the different types of facsimile equipment (LDX, DACOM, and 3M Telecopy) currently in use there and to discuss the pros and cons of each system with the equipment operators. The information gained will help in preparing for equipment needs for use in ISC.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. (COMMENT: Harry: Suggest you not put this paragraph in the DDA's weekly to the DCI.) Chief, RMD, the OIS Planning Officer, and representatives from RMD met with Chief, Planning and Management Staff/DI to discuss ways of improving the Directorate's handling of Top Secret collateral documents. The DI currently has about 5,000 unaccounted for Top Secret collateral documents, roughly 40 percent of the total that are missing throughout the Agency. RMD recommended

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specific steps that the DDI should take to improve the situation:
(1) the designation of additional Top Secret collateral control officers;
(2) the adoption of improved procedures for handling the documents in components; and, (3) the use of OIS and other Agency annuitants to help the DDI in locating the documents. The DI representative was receptive to these suggestions and promised the Directorate's cooperation in finding unaccounted for documents once he had laid the groundwork in the components.

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2. The D/OIS and DD/OIS and RMD managers met with the Chief, Archives and Records Division of the National Security Agency (NSA) and members of his staff to discuss NSA's records management program. He presented an overview of their current program and plans for the future, and later the group was taken on a tour of NSA's records center. In contrast to the CIA program, NSA puts considerable effort into archival activities, preserving important documents, and preparing material for transfer to the National Archives and Records Service (NARS). The NSA program appears to be handicapped by a small staff, limited control over the records management activities in operating elements, and the assignment of many traditional records management programs to other components of the Agency.

3. Chief, RMD, Chief, Records Systems Branch/RMD, and Chief, Agency Archives and Records Center (AARC) met with the Directorate Records Management Officers (RMOs) to discuss a number of records management issues. Chief, AARC and the RMOs reported on steps that are being taken to relieve the storage problem at the Records Center. Some of these include: reducing the number of three-dimensional models, eliminating special map storage cases, and converting some paper records to microfilm. The meeting also highlighted problems encountered in the Executive Registry with the failure of components to return document receipts, a status report on the transfer of OSS records to the National Archives and Records Service, and the procedures to be followed by components in requesting filing equipment.

4. After a number of months of inactivity, the Air Force sprang to life in coordinating with the Classification Review Division (CRD) the review for release of National Intelligence Estimates concerning the near East, Africa, and Latin America. Only a few dozen Estimates remain to be reviewed from the hundreds CRD judged to be declassifiable in 1981 and 1982 under the systematic review program.

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5. Several research requests of interest were received by the Regulations Control Division (RCD) during this reporting period. OTE requested the date of the reorganization of the Directorate of Intelligence (DI) into regional Offices. (The ADDI had asked OTE to conduct a survey of courses taken by DI employees after the reorganization and wanted a breakdown by Office of DI employees attending courses.) The Directorate of Operations (DO) requested a list of old field regulations versus new field regulations so DO could update its keyword index list. In both cases, the appropriate information was located and provided. In response to a request from OS on the subject Attendance at Agency Courses by Spouses of Employees, RCD provided OS a copy of

C. ANTICIPATED ACTIVITIES AND SCHEDULED EVENTS

Chief, RMD and other representatives from RMD will meet with a program analyst from the FBI on 5 April 1984 to discuss our experience in using a cool room to store photographic material. The FBI is considering construction of a similar type of facility to house microfiche and is interested in knowing about the construction features of our room, and in its effectiveness in storing film.

Attachment:
As stated

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